

Microsoft Word Study Guide



Name _____

Household
Teacher _____

1. One example of a Word Processor is Microsoft Word. Please circle your answer.

True

False

2. You can Pin the Microsoft Word icon to the task bar. Please circle your answer.

True

False

3. Upon opening Microsoft Word, located on the home page is different templates to use. Please circle your answer.

True

False

Microsoft Word Study Guide

Joan Lambert, Steve Lambert

Microsoft Word Study Guide:

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MS Office word Excel and PowerPoint keep changing but the fundamental principles remain the same With this book you will be trained to apply your learning in practice and make full use of Computer in modern applications Thus if you have to work on any version of MS Word or future versions which would be invented then you will easily be able to work on it because your foundation becomes strong through this book The topics covered in this book will help you build the highest quality code You will discover the timeless techniques and strategies which will change your mind set The topics are given below I

UNDERSTANDING COMPUTER SYSTEM Introduction to Computer Misconceptions about Computer System Functioning of Computer Computer System its input and output devices AbbreviationsII OPERATING SYSTEM GUI Introduction to Operating Systems Various Operating Systems Types of Operating Systems Functions of Operating Systems Introduction to GUI GUI basis of Operating Systems Linux WindowsIII MS WORD BASIC Introduction to Microsoft Word Versions of MS Word Word Processor Starting with MS Word User Interface of MS Word Templates Working with Text Working with DocumentsIV MS WORD ADVANCED Introduction to Microsoft Word Advanced Level Editing text Inserting Graphics Working with Graphics Images Editing Graphics Images Editing Documents Document Page Settings Applying Styles Effects to text in document Make Formatting Changes in document Working with Table Insert Page number Header Footer Checking Document Display Symbols WordArt Using Mail Merge Print Preview documents Printing documents Shot cut keys in MS Word

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